

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	EXEC DIR/INPIC		
2	Rm 6N212, <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1em;"></span>		
3			
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<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Fyi per our conversation.  
WMS

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
EO/DDS 7D24, Hqs	2 Sept 70

<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> CONFIDENTIAL	<input checked="" type="checkbox"/> SECRET
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Declass Review by  
NIMA/DOD

5 AUG 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Grade Allocation for National Photographic Interpretation Center's Administrative Officer Position

1. On 30 July 1970 [ ] and I had a meeting with [ ] Executive Director of NPIC. The purpose of the meeting was to discuss the proposed GS-16 allocation for the Administrative Officer of the Center, which is now a GS-15.

2. The following information came out of the meeting:

a. The Planning, Programming, and Budget Staff of NPIC is responsible for the major administrative planning for the Center. <sup>has been?</sup> (Att. A)

b. The Support Staff has the day-to-day responsibility for providing administrative support to the Center. [ ] felt that this function had not been as effective as he wanted it to be and in order to get the job done properly he needed a supergrade position.

c. There was some question in [ ] mind as to whether or not he needed two staffs and he had been giving serious thought to the possibility of combining the two. However, he did not feel that he was ready to make that decision at this time but did say he would make a decision on the matter this Fall.

3. In my opinion some of the difficulties that NPIC has encountered have been caused by the separation of planning and administrative support into two staffs, and I believe [ ] has already come to that conclusion. He has indicated that if he goes the one staff route he will want a GS-16 Chief and a GS-15 Deputy, with one of them filled by a Support Careerist.

4. I recommend that Chief, Support Staff, NPIC be retained at a GS-15 because (1) the predominance of the administrative planning function is in the PPB Staff, and (2) the job as such will probably disappear in the two staff merger.

[ ]  
Deputy Director of Personnel  
for  
Plans and Control

Att

Administrative Officer, NPIC/Chief, Support Staff

The request for a GS-16 Administrative Officer is not justified for the following reasons:

? 1. In contrast to other administrative positions throughout the Agency, the administrative functions at NPIC have been somewhat decentralized, reflected by the fact that planning and management decisions rest with the Planning, Programming and Budget Staff (PPB). The budget and fiscal responsibility for the Center rests with the PPB rather than under the jurisdiction of the Administrative Officer as in other components of the Agency. Personnel planning as to staffing, grade distribution and ceiling authorizations are also responsibilities of PPB, with the Support Staff implementing PPB decisions.

? 2. The administrative position in NPIC is not as strong as counterpart positions in the Clandestine Service or some positions in the Support Services with varied and difficult responsibilities for overseas missions, functions, and facilities. Examples include the Administrative Officer in Office of Communications, with a staffing complement of 2140, of which 1576 are world-wide field positions, and that in FE Division, with 1416 positions, of which 1117 are overseas.

? 3. It has been pointed out that NPIC, being in a separate building, presents problems which do not necessarily arise in other administrative positions. However, it must be kept in mind that the planning and management of the building and the problems involved in policy decisions are handled by PPB. The Support Staff is responsible for carrying out those decisions and plans, which implementation is in effect a building services type function.

✓ 4. The Executive Officer position for Technical Services and Support Group was originally established to provide a CIA Deputy to the Chief of that Group. In addition to his Executive Officer function the incumbent also acted as the senior representative to the Center for the Support Services, which entailed overall supervision of the support elements, consisting of personnel, logistics, training, security, and finance specialists. The position was allocated at GS-16 based upon its Deputy responsibility, not the support responsibilities. The recent reorganization of NPIC has withdrawn the Executive Officer (Deputy) responsibility from the senior Support Services representative, and the latter is now Chief, Support Staff/NPIC.

5. It is recommended that the Administrative Officer position be retained at GS-15, as it now appears on the Staffing Complement.

963  
158  
1121

Administrative Functions

Office of Responsibility

Budget and Fiscal Programs

Budget Planning (5 year program)

PPB

Budget Preparation, presentation,  
and defense

PPB

Financial accounting of allocated  
funds

Support Staff

Personnel Management

Manpower projections

PPB

+ SS (Personnel)

Staffing Complements and  
Planning Papers

PPB

"

Utilization of personnel assets

PPB

"

Recruitment requests

Support Staff

In-house personnel problems

Support Staff

Logistics

Space planning and assignment

PPB

+ SS

R & D contracts and procurement

PPB reviews for the approval  
by Executive Director of NPIC

NPIC

Planning, Programming & Budget Staff

Office of the Chief

<u>Position Title</u>	<u>Grade</u>	<u>Number of Incumbents</u>
Program Eval Of - Ch (1)	16	1
Program Eval Of (1)	15	1
Secretary - Steno (1)	7	<u>1</u>
3		3

Plans & Programs Division

Program Eval Of - Ch (1)	15	0
Program Eval Of - (4)	14	6
Budget & Fiscal Of (1)	14	1
Secretary - Steno (1)	7	<u>1</u>
7		8

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Requirements and Analysis Division

<u>Position Title</u>	<u>Grade</u>	<u>Number of Incumbents</u>
Management Of - Ch (1)	15	0
Management Officer (3)	14	2
Requirements Of - PI (2)	13	3
Statistical Asst (1)	9	1
Statistical Asst (1)	7	0
Secretary - Steno (1)	7	1
Clerk - Typist (1)	5	<u>1</u>
10		8

One GS-6 employee pending reassignment to current S/C

Support Staff

Office of the Chief

<u>Position Title</u>	<u>Grade</u>	<u>Number of Incumbents</u>
Adm Officer - Ch (1)	15	1
Adm Officer - D Ch (1)	15	0
Contract Officer (1)	15	1

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Support Staff

Office of the Chief (continued)

<u>Position Title</u>		<u>Grade</u>	<u>Number of Incumbents</u>
Records Admin Of	(1)	13	1
Contract Admin	(1)	9/12	1
Admin Assistant	(1)	9	1
Secretary - Steno	(1)	7	1
Proc Asst - Steno	(1)	5/7	1
	8		7

Logistics Branch

Logistics Of - Ch	(1)	14	1
Logistics Of - D Ch	(1)	12	2
Supply Officer	(1)	12	1
Adm Services Of	(1)	12	1
Adm Services Asst	(1)	9	1
Adm Services Asst	(1)	7/9	1
Supply Assistant	(1)	9	1
Supply Assistant	(1)	7	1

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Logistics Branch (continued)

<u>Position Title</u>		<u>Grade</u>	<u>Number of Incumbents</u>
Supply Clerk	(1)	6	2
Supply Clerk	(1)	5	0
Secretary - Steno	(1)	6	1
Clerk - Typist	(1)	4	1
Pulping Machine Opr	(2)	W-05	<u>3</u>
	14		16

Security Branch

Security Of - Ch	(1)	14	1
Security Of - D Ch	(1)	12	1
Security Officer	(1)	11	2
Physical Sec Of	(5)	9	3
Security Asst	(1)	6	1
Clerk - Typist	(2)	5	2
Info Receptionist	(2)	5	<u>2</u>
	13		12



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Training Branch

<u>Position Title</u>	<u>Grade</u>	<u>Number of Incumbents</u>
Training Of - Ch (1)	14	2
Training Officer (1)	12	1
Vis Info Specialist (1)	9	1
Training Asst (1)	7	1
Clerk - Stenographer (1)	6	1
5		6

Personnel Branch

<u>Position Title</u>	<u>Grade</u>	<u>Number of Incumbents</u>
Personnel Of - Ch (1)	14	1
Personnel Of - D Ch (1)	12	1
Personnel Officer (1)	11	1
Personnel Asst (1)	9	1
Personnel Asst (1)	7	1
Personnel Clerk (1)	6	1
Personnel Clerk (1)	5	5
Clerk - Stenographer (1)	5	0
Clerk - Typist (1)	5	1

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Personnel Branch (continued)

<u>Position Title</u>	<u>Grade</u>	<u>Number of Incumbents</u>
Student Trainee (0)	00	0
9		12

Finance Branch

<u>Position Title</u>	<u>Grade</u>	<u>Number of Incumbents</u>
Finance Officer - Ch (1)	12	1
Finance Assistant (1)	9/11	1
Finance Assistant (1)	7/9	1
Passenger Traf Asst (1)	7	1
4		4

Communications Branch

<u>Position Title</u>	<u>Grade</u>	<u>Number of Incumbents</u>
Commo Of - Sig Cen (1)	11	1
Commo T Sup - Crypt (3)	9	3
Commo Tech - Crypt (4)	8	5
8		9

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